

Private School Choice Programs

Completing the 3rd Friday in September and 2nd Friday in January Count Reports

September 2013

Membership Reports

- Membership reports are completed using the Online Application System (OAS) and are used to count students by grade for purposes of payment of choice program state aid.
- Three membership reports each year:
 - September 1 enrollment report (due September 1)
 - 3rd Friday in September count report (due October 1)
 - 2nd Friday in January count report (due February 1)

3rd Friday in September & 2nd Friday in January Count Reports

- Two count dates each year:
 - 3rd Friday in September
 - 2nd Friday in January
- The school reports by grade level how many students were in attendance for instruction on each count date or if absent on the count date, were in attendance a day before and a day after the count date.

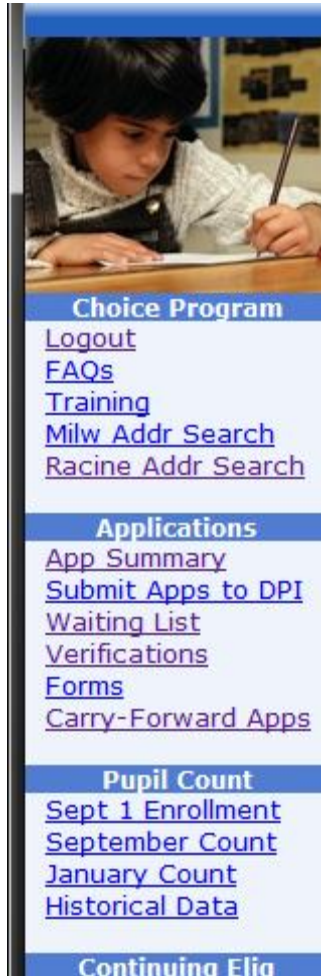
3rd Friday / 2nd Friday Count Reports

- Only those students who have applications that have been “submitted” are eligible to be counted.

3rd Friday Count Report

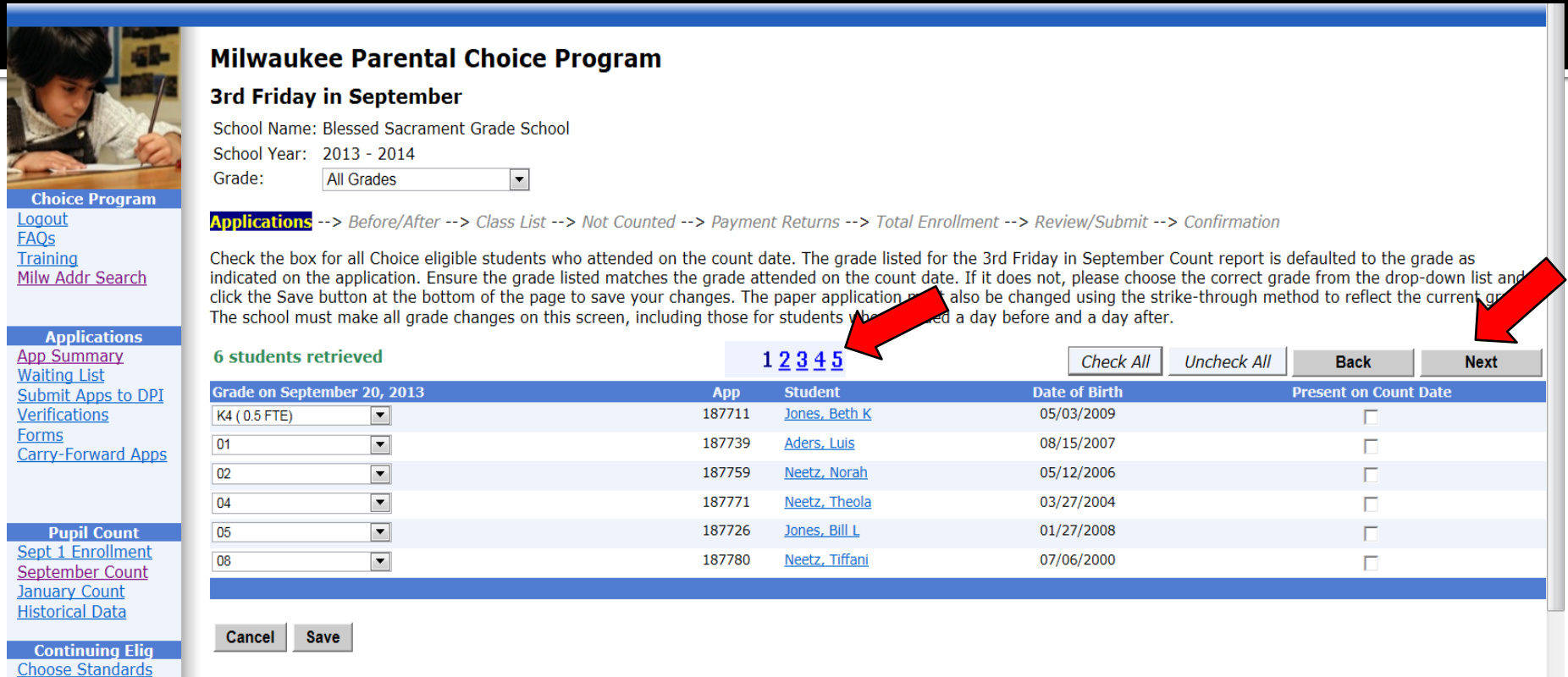
- Due October 1
- Should include pupils that were present for instruction on the 3rd Friday in September (September 20) OR present a day before and a day after the count date.
- Students must not have enrolled in another school between absences.
- Must have valid student application on file that has been submitted in OAS.

Completing the Count Reports



- Select the appropriate count report.
- Read through the instructions.
- Click Accept.

3rd & 2nd Friday Count Reports



Milwaukee Parental Choice Program

3rd Friday in September

School Name: Blessed Sacrament Grade School
 School Year: 2013 - 2014
 Grade:

Applications --> Before/After --> Class List --> Not Counted --> Payment Returns --> Total Enrollment --> Review/Submit --> Confirmation

Check the box for all Choice eligible students who attended on the count date. The grade listed for the 3rd Friday in September Count report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the grade attended on the count date. If it does not, please choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes. The paper application must also be changed using the strike-through method to reflect the current grade. The school must make all grade changes on this screen, including those for students who have been added a day before and a day after.

6 students retrieved

1 2 3 4 5

Grade on September 20, 2013	App	Student	Date of Birth	Present on Count Date
K4 (0.5 FTE)	187711	Jones, Beth K	05/03/2009	<input type="checkbox"/>
01	187739	Aders, Luis	08/15/2007	<input type="checkbox"/>
02	187759	Neetz, Norah	05/12/2006	<input type="checkbox"/>
04	187771	Neetz, Theola	03/27/2004	<input type="checkbox"/>
05	187726	Jones, Bill L	01/27/2008	<input type="checkbox"/>
08	187780	Neetz, Tiffani	07/06/2000	<input type="checkbox"/>

- If there are multiple pages of students, use the “next” button to save each page, then use “back” to go to the next page.

Grade Changes

- Grades can be changed in the count report. The grade on the count report will default to the grade entered in the student's application.
- The grade on the count report should be the grade the student was in on the count day.
- MPCP & RPCP schools should remember to update the student's paper application using the strikethrough method.

Grade Changes

Milwaukee Parental Choice Program

3rd Friday in September

School Name: Blessed Sacrament Grade School
School Year: 2013 - 2014
Grade:

Applications --> Before/After --> Class List --> Not Counted --> Payment Returns --> Total Enrollment --> Review/Submit --> Confirmation

Check the box for all Choice eligible students who attended on the count date. The grade listed for the 3rd Friday in September Count report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the grade attended on the count date. If it does not, please choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes. The paper application must also be changed using the strike-through method to reflect the current grade. The school must make all grade changes on this screen, including those for students who attended a day before and a day after.

6 students retrieved

Grade on September 20, 2013	App	Student	Date of Birth	Present on Count Date
K4 (0.5 FTE)	187711	Jones, Beth K	05/03/2009	<input type="checkbox"/>
K4 (0.5 FTE)	187739	Aders, Luis	08/15/2007	<input type="checkbox"/>
KG - 5 Full days (1.0 FTE)	187759	Neetz, Norah	05/12/2006	<input type="checkbox"/>
01	187771	Neetz, Theola	03/27/2004	<input type="checkbox"/>
02	187726	Jones, Bill L	01/27/2008	<input type="checkbox"/>
03	187780	Neetz, Tiffani	07/06/2000	<input type="checkbox"/>
04				
05				
06				
07				
08				

- To change a student's grade, select the grade from the drop-down menu.
- Only the grades listed on the school's Intent to Participate form will be listed.

Grade Changes



Milwaukee Parental Choice Program

3rd Friday in September

School Name: Blessed Sacrament Grade School

School Year: 2013 - 2014

Grade:

Applications --> Before/After --> Class List --> Not Counted --> Payment Returns --> Total Enrollment --> Review/Submit --> Confirmation

Check the box for all Choice eligible students who attended on the count date. The grade listed for the 3rd Friday in September Count report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the grade attended on the count date. If it does not, please choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes. The paper application must also be changed using the strike-through method to reflect the current grade. The school must make all grade changes on this screen, including those for students who attended a day before and a day after.

6 students retrieved

Grade on September 20, 2013	App	Student	Date of Birth	Present on Count Date
<input type="text" value="01"/>	187711	Jones, Beth K	05/03/2009	<input type="checkbox"/>
<input type="text" value="01"/>	187739	Aders, Luis	08/15/2007	<input type="checkbox"/>
<input type="text" value="02"/>	187759	Neetz, Norah	05/12/2006	<input type="checkbox"/>
<input type="text" value="04"/>	187771	Neetz, Theola	03/27/2004	<input type="checkbox"/>
<input type="text" value="05"/>	187726	Jones, Bill L	01/27/2008	<input type="checkbox"/>
<input type="text" value="08"/>	187780	Neetz, Tiffani	07/06/2000	<input type="checkbox"/>

- After changing the grade, click "save" to save your changes.
- Remember, grade changes can be made in the count reports. All grade changes must be made on this initial screen, even if the student did not attend on the count date.

3rd and 2nd Friday Count Reports

Present on the Count Date

Milwaukee Parental Choice Program

2nd Friday in January

School Name: Saint Gregory the Great Grade School
School Year: 2012 - 2013
Grade: All Grades

Applications --> Before/After --> Class List --> Not Counted --> Total Enrollment --> Review/Submit --> Confirmation

Check the box for all Choice eligible students who attended on the count date. The grade listed for the 2nd Friday in January Count report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the grade attended on the count date. If it does not, please choose the correct grade from the drop-down and click the Save button at the bottom of the page to save your changes. The paper application must also be changed using the strike-through method to reflect the current grade. The school must make all grade changes on this screen, including those for students who attended a day before and a day after.

4 students retrieved

Grade on January 11, 2013	App	Student	Date of Birth	Present on Count Date
KG - 5 Full days (1.0 FTE)	186743	Jackson, Morgan	05/25/2006	<input type="checkbox"/>
KG - 5 Full days (1.0 FTE)	186677	Sawyer, Susie	05/22/2007	<input type="checkbox"/>
03	186742	Brooks, Maggie	02/05/2003	<input type="checkbox"/>
05	186744	Jackson, Eddie	06/12/2000	<input type="checkbox"/>

Check All Uncheck All Back Next

Cancel Save

Choice Program
[Logout](#)
[FAQs](#)
[Training](#)
[Milw Addr Search](#)
[Racine Addr Search](#)

Applications
[App Summary](#)
[Submit Apps to DPI](#)
[Waiting List](#)
[Verifications](#)
[Forms](#)
[Carry-Forward Apps](#)

Pupil Count
[Sept 1 Enrollment](#)
[September Count](#)
[January Count](#)
[Historical Data](#)

Continuing Elig
[Choose Standards](#)
[Report How Met](#)

Other Reports
[Accepted Apps](#)
[Grade Promotions](#)

On the first page of the report, select only those students who were present ON the count date and click “Next” to proceed to the next page in the report.

3rd and 2nd Friday Count Reports

Present Before and After Count Date

Milwaukee Parental Choice Program

2nd Friday in January - Present Before and/or After

School Name: Saint Gregory the Great Grade School

School Year: 2012 - 2013

✓ [Applications](#) --> [Before/After](#) --> [Class List](#) --> [Not Counted](#) --> [Total Enrollment](#) --> [Review/Submit](#) --> [Confirmation](#)

You have indicated that these students were not present on the actual count date.

If a student was **present before** the count date, please indicate that below.

If the student was **present after**, please indicate that as well, but do not check the box that the student was present a day after the count date if the student was enrolled in another school during his or her absence from your school.

2 students retrieved

[Back](#)

[Next](#)

Grade	App	Student	Date of Birth	Present Before		Present After	
				Check All	Uncheck All	Check All	Uncheck All
03	186742	Brooks, Maggie	02/05/2003	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
05	186744	Jackson, Eddie	06/12/2000	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	



On the next page, for those students who were absent on the count date, indicate whether they were present a day before and a day after the count date and click "Next" to proceed.

Completing the Count Reports

Summary Page

Milwaukee Parental Choice Program

2nd Friday in January - Class List

School Name: Saint Gregory the Great Grade School

School Year: 2012 - 2013

✓ [Applications](#) --> ✓ [Before/After](#) --> **[Class List](#)** --> [Not Counted](#) --> [Total Enrollment](#) --> [Review/Submit](#) --> [Confirmation](#)

Below is a summary of the pupil count, click the Next button to proceed to review those not included, or click the Back button to go back and correct any of the data you see here.

3 students retrieved

3 students retrieved

																	Back		Next	
Grade	Student	4K	4K+	KG.5	KG3	KG4	KG5	01	02	03	04	05	06	07	08	09	10	11	12	Total
KG	Sawyer, Susie						1													1
01	Jackson, Morgan							1												1
03	Brooks, Maggie									1										1
Totals:							1	1		1										3

The class list provides of summary of the students were counted in your report. It includes both the students who were present on the count day and those that were present a day before and a day after. Use this list to confirm via your attendance records that the information is correct. If correct, click "next". If you need to make changes click "back".

Completing the Count Reports

Students Not Counted

Milwaukee Parental Choice Program

2nd Friday in January - Students Not Counted

School Name: Saint Gregory the Great Grade School

School Year: 2012 - 2013

Grade:

[✓ Applications](#) --> [✓ Before/After](#) --> [✓ Class List](#) --> **Not Counted** --> [Total Enrollment](#) --> [Review/Submit](#) --> [Confirmation](#)

Listed below are the students who have **not** been counted. Please review this list to see if any students were overlooked in the previous pages.

NOTE: Be sure to check when the application was accepted - if after the count date, they cannot be counted on this report.

1 students had submitted applications, but were not counted

[Back](#)

[Next](#)

Grade	App	Student	Date of Birth	Date App Received
05	186744	Jackson, Eddie	06/12/2000	02/12/2012

This page provides a list of all students who had a submitted application but were not counted on the report. You should double check the attendance records of any students listed on this page and confirm that you do not wish to count them. If you have made a mistake, click “back” to go back and count the student, if not, click “next” to proceed.

Payments that Need to be Returned — 3rd Friday Count Report

Milwaukee Parental Choice Program

3rd Friday in September - Student Payments that will be Subtracted from the School's November Choice Payment

School Name: Academy of Excellence

School Year: 2013 - 2014

[✓ Applications](#) --> [✓ Before/After](#) --> [✓ Class List](#) --> [✓ Not Counted](#) --> [Payment Returns](#) --> [Total Enrollment](#) --> [Review/Submit](#) --> [Confirmation](#)

Listed below are the students who were counted as being enrolled on September 1st, but were not counted in the 3rd Friday in September count. The payment amounts that were issued for these students in September will be subtracted from the school's November Choice payment.

The following 1 student payments will be subtracted from the school's November Choice payment.

[Back](#)[Next](#)

Grade		App	Student	Date of Birth
08	Edit	186801	Brown, Mike	05/08/2000

This page will list the students whose payments will be subtracted from your school's November choice payment. Any student who was counted on the September 1 Enrollment Report and for whom the school received a September payment and did not meet the 3rd Friday count requirements—the state will recover the payment made to the school through subtracting the amount from the November payment.

All Student Count

Milwaukee Parental Choice Program

3rd Friday in September - All Students

School Name: Academy of Excellence

School Year: 2013 - 2014

✓Applications --> ✓Before/After --> ✓Class List --> ✓Not Counted --> ✓Payment Returns --> **Total Enrollment** --> Review/Submit --> Confirmation

Please enter the total enrollment at your school in each category, regardless of their Choice status. This number must be greater than or equal to the number of students participating in the Choice program.

		Back	Next
3rd Friday in September	All Students Including Choice	Choice Students	
1 4-Year Old K / 437	<input type="text"/>	<input type="text"/>	0
2 4-Year Old K / 437 + 87.5 Hour Outreach	<input type="text"/>	<input type="text"/>	0
3 5-Year Old K / 437 Hours / Half-time program	<input type="text"/>	<input type="text"/>	0
4 5-Year Old K / 3 Full days per week	<input type="text"/>	<input type="text"/>	0
5 5-Year Old K / 4 Full days per week	<input type="text"/>	<input type="text"/>	0
6 5-Year Old K / 5 Full days per week	<input type="text"/>	<input type="text"/>	0
7 Grades 1-12	<input type="text"/>	<input type="text"/>	2
Totals:			2



Similar to the September 1 Enrollment Report, on the last page of the report, you must indicate the total number of students (both choice and non-choice) who satisfied the 3rd Friday count requirements—were present on the count day or present a day before and a day after the count day.

Submit Report to DPI

Milwaukee Parental Choice Program

3rd Friday in September - Submit to DPI

School Name: Academy of Excellence

School Year: 2013 - 2014

✓ [Applications](#) --> ✓ [Before/After](#) --> ✓ [Class List](#) --> ✓ [Not Counted](#) --> ✓ [Payment Returns](#) --> ✓ [Total Enrollment](#) --> **Review/Submit** --> *Confirmation*

Your data is ready to submit to DPI!

Before submitting the report on or before the due date, the school should confirm that all data for the students counted is correct. If the school is waiting for a change to be made to an application by the DPI, the report SHOULD NOT be submitted. Application changes after the count report has been submitted may need to be made through the Enrollment Audit process.

It is highly recommended that the school reviews the Class List before submission to ensure all Choice pupils meeting the eligibility requirements are included in the count report.

Once you submit the data, it will become "locked" and changes to it will not be possible, although you will still be able to see it. If you have changes that you still need to make to your data, click on the "Will Submit Later" button below, and return at a later date to officially submit the data.

After the data is locked, you can contact DPI to discuss "unlocking" the data if you have additional changes. Please note that these will be made on a limited basis only.

- Molly Koranda at (608) 266-0523, Molly.Koranda@dpi.wi.gov
- Tricia Collins (608) 266-2853, Tricia.Collins@dpi.wi.gov

[Back](#)

[Will Submit Later](#)

[Submit](#)

After you have completed the report, you can go back to make changes, save and submit later or submit the report. Remember to double-check the information BEFORE submitting the report. After submission, the report will be locked and you can only make changes by contacting the DPI.

Certification of Count

Milwaukee Parental Choice Program

3rd Friday in September - Confirmation

School Name: Academy of Excellence

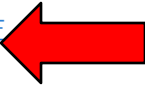
School Year: 2013 - 2014

✓ [Applications](#) --> ✓ [Before/After](#) --> ✓ [Class List](#) --> ✓ [Not Counted](#) --> ✓ [Payment Returns](#) --> ✓ [Total Enrollment](#) --> ✓ [Confirmation](#)

This data was submitted on 2/12/2013 11:42:29 AM by HolidLM.
It is now locked and cannot be changed unless you [contact DPI](#).

Please print and sign the Certification Page and Class List found at the links below,
and keep on file at your office for your auditors.

[Certification Page PDF](#)
[Class List PDF](#)



[Review Data](#)

The certification page and class list must be printed and signed by the school's choice administrator. Keep these documents on file for your auditor.

Questions?

Contact:

Latoya Holiday at 608-266-8066 or
latoya.holiday@dpi.wi.gov

Molly Koranda at 608-266-0523 or
molly.koranda@dpi.wi.gov

<https://uaapps4.dpi.wi.gov/MPCP>